

Texas State Board of Plumbing Examiners
Employment Opportunity
929 East 41st Street
Austin, TX 78751

Position: CRIMINAL HISTORY ANALYST

State Class Title: LEGAL ASSISTANT I

Classification Code: 3572

Job Posting #: 05/22-456-06 (ENF)

Salary Group: B15

Salary Range: \$3,300.00 – 3,583.33 monthly

Opening Date: May 5, 2022

Closing Date: Until Filled or Closed

Benefits: Excellent benefits package; numerous benefits and elective benefits available including free on-site parking – conveniently located across from Hancock Center

Job Description

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

A **CRIMINAL HISTORY ANALYST** for the Texas State Board of Plumbing Examiners (TSBPE), a State agency (with 42 FTEs as of September 1, 2021) that licenses and regulates the plumbing industry within the State of Texas. This position reviews and analyzes secured fingerprint and criminal history files that have been received electronically from the Texas Department of Public Safety (DPS) and/or the Federal Bureau of Investigation (FBI). This position will determine fitness for licensure or registration. The successful applicant for this position would be required to have a background check and complete training from DPS.

Works under the direction of the Staff Attorney. Responsible for fulfilling open records requests and assists with drafting subpoenas and other duties within the Legal Department. Must maintain a highly organized work environment and able to manage the demands of a fast-paced office with constantly changing priorities. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Maintains at least an 87% attendance and punctuality rate based on an average 50-week work year and adheres to their assigned schedule including shift start/end times, breaks and lunches.

Attendance in the office and punctuality are required work attributes. Due to the nature of this position, it is not eligible as a work-from-home position except when designated by the Executive Director in an emergency. However, flex time is available for this position between the hours of 7:00 AM to 5:00 PM, Monday through Friday.

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 27D- Paralegal Specialist, LN- Legalman, YN- Yeoman, 4400- Basic Legal Services, 4421- Legal Services Specialist, 4422- Legal Services Court Reporter, 5J0X1- Paralegal or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Essential Job Functions

- Provide friendly, courteous and professional customer service to TSBPE employees and the public.
- Reviews and analyzes secured fingerprint and criminal history files that have been received electronically by DPS or the FBI, to determine fitness for licensure or registration.
- Reviews out-of-state fingerprint and criminal history files and RAPBACK files.
- Assists the Staff Attorney with drafting subpoenas and rules. Responsible for fulfilling open records requests. Reviews and performs redacting of confidential documents for filing with various courts.
- Researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, and rules and regulations. Assists in coordinating, assembling, and preparing evidence, exhibits, affidavits, and documents for use in legal proceedings.
- Demonstrates a spirit of teamwork and support, offering positive and constructive ideas, encouragement and support to other members of the agency, while upholding TSBPE's core values and policies with a positive, friendly attitude.
- Works within the agency's Legal Department performing various other duties as assigned. Participates in cross-training with and relief duties of other staff as needed.

Minimum Qualifications & Requirements

- Experience in legal assistance work. Graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field such as criminal justice or criminology is preferred. Experience and education may be substituted for one another.
- Have excellent communication and interpersonal skills for dealing in a professional and ethical manner with coworkers, the public and other entities.
- Demonstrate dependability and a good record of promptness and attendance in previous work history.
- Proficient skill in utilization of resources.
- Possess advanced computer skills along with the ability to use Microsoft Office/365. Must demonstrate proficiency in using a personal computer and utilize Word, Excel, Adobe, e-mail programs and able to maintain electronic files.
- Ability to learn and use a custom software program.

Preferred (Not Required) Qualifications

- Bilingual, English/Spanish both written and verbal

To Apply

NO FAXES OR PHONE CALLS, PLEASE!

- Submit a completed **typed** State of Texas application by e-mail to:

info@tsbpe.texas.gov

- Or through the Work in Texas website:

<https://www.workintexas.com/vosnet/Default.aspx>

IMPORTANT: Follow the instructions at the above internet address on how to download the State of Texas Application for Employment. Only completed State of Texas Applications will be considered; incomplete applications may be rejected. Resumes are accepted, but not in lieu of, the State of Texas application. Only signed completed State of Texas applications will be considered.

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TSBPE business a background check will be conducted, prior to an offer of employment, to determine criminal history and any history of violations.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TSBPE participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require assistance or special accommodations during the application or selection process.
- This position is covered by the Fair Labor Standards Act (FLSA).
- TSBPE is an "employment at-will" agency.

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AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.